

COMMITTEE ON COMMUNITY IMPROVEMENT

February 02, 2021

5:00 p.m.

Chairman Cavanaugh called the meeting to order.

Chairman Cavanaugh stated due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Committee is authorized to meet electronically.

The Clerk called the roll.

Present: Aldermen Cavanaugh, O'Neil, Sapienza (late), Roy, Porter

Messrs.: A. Thomas, T. Fleming, J. Gagne, J. Hopkins, D. Goonan

4. Amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$35,000 for CIP 212719 Oral Health Program.

Alderman Porter moved to approve. Alderman O'Neil duly seconded the motion. Chairman Cavanaugh called for a vote. Aldermen Cavanaugh, O'Neil, Roy and Porter voted yea. Alderman Sapienza was absent. The motion carried.

5. Amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$100,000 for CIP 213721 FEMA & State Funds to Support COVID Vaccination Efforts.

Alderman Porter moved to approve. Alderman Roy duly seconded the motion.

Alderman Porter stated Anna I had a few phone calls with regard to vaccinations. The two questions that seem to be prevalent are are the vaccinations going to be at SNHU and will they get a second date at that time or will they have to call in to get their second scheduled shot.

Anna Thomas, Public Health Officer, stated this has been quite a process. The vaccinations will still be offered at SNHU as the state run site and we are assisting that site. However, starting this week we are doing some mobile clinics as well. We will actually do some on-site vaccination for certain targeted audiences and the folks who fall into that category are individuals who would not otherwise be able to get to the SNHU site. Maybe people with mobility limitations like we want to do all the senior high-rises and we want to go to some of our organizations that care for populations with special needs. That is where we are going to fill in some of the gaps. The online system that people are really having a tough time with is a two-step process. The first step is registered in the state system and then there is a second system called VAMS, which is something that the CDC runs and that is where people have to set up the appointments for their first and second dose. What should happen is they register in the very front end on the state site and they can then go into VAMS and schedule an appointment for their first dose. Once they complete that first dose, the very next day they will be enabled to go into the system to schedule their second dose. In some cases they are getting emails from the state to remind them to do that and in other cases they are actually getting phone calls from the state as well. If they are having any problems, they can call 211 and we are also taking some calls at our Covid hotline. However, we are referring everyone to 211 first because right now they are the ones who have access to the VAMS system. We will get access to it and be trained on it but we aren't yet. As we ramp up we will be ready for that but right now it is all centralized at the state. That is where we are asking constituents to go first and then we can assist after the fact.

Alderman Porter stated thank you very much.

Chairman Cavanaugh called for a vote. *The motion carried on a unanimous roll call vote.*

6. Amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$2,804.75 for CIP 812021 HMIS Reporting.

Alderman O'Neil moved to approve. **Alderman Cavanaugh** duly seconded the motion. **Chairman Cavanaugh** called for a vote. *The motion carried on a unanimous roll call vote.*

7. Amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$12,000 from CIP 212821 Summer Outreach Program to 811621 CARES Act Support Fund-Public Service/Capital Improvements.

Alderman O'Neil moved to approve. **Alderman Porter** duly seconded the motion.

Alderman O'Neil stated I believe Leon is on the call.

Todd Fleming, CIP, stated I am here.

Alderman O'Neil asked can you give me the cliff notes on what this means.

Mr. Fleming answered basically they had applied for funding and we went to enter into an agreement with them and they withdrew their request. The fund is being returned to a placeholder project so that money will be available to assist another project or another program.

Alderman O'Neil asked and that would have to come back to the committee.

Mr. Fleming replied yes the funds were created for a special CIP project and are now being transferred back to the CARES Act project.

Chairman Cavanaugh called for a vote. *The motion carried on a unanimous roll call vote.*

8. Amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$12,454 from CIP 511404 Clem Lemire Sports Complex-Memorial High School to 711019 FY19 Deferred Maintenance-Schools.

Alderman Porter moved to approve. ***Alderman O'Neil*** duly seconded the motion.

Alderman Porter stated so I just want to make sure I am clear. The money was held in reserve to pay Gilbane but they never did the work and DPW did it instead so we are just moving the money from one account to the other?

Josh Gagne, Facilities Engineer, stated effectively that is correct. We came to an agreement with Gilbane that we would perform the work for them and that is what we did.

Chairman Cavanaugh called for a vote. *The motion carried on a unanimous roll call vote.*

9. Communication from Leon LaFreniere, Planning & Community Development Director, requesting extensions for various CIP projects through June 30, 2021.

***Alderman Roy** moved to approve. **Alderman O'Neil** duly seconded the motion.*

***Chairman Cavanaugh** called for a vote. The motion carried on a unanimous roll call vote.*

10. Communication from Jonathan Hopkins, Central Fleet Services
Director, requesting an increase in the Fire Department fleet.

***Alderman Porter** moved to approve. **Alderman O'Neil** duly seconded the motion.*

Alderman O'Neil asked is Andy Parent on the call.

Andre Parent, Assistant Fire Chief, responded yes.

Alderman O'Neil asked can you refresh my memory. Was this a Covid related enforcement position?

Mr. Parent answered yes that is correct. We have a grant position for two years for Covid enforcement and we had to provide a vehicle. We put in a request for an additional vehicle. The cost would be \$21,000. We are going to purchase a new vehicle for the Fire Marshall whose car is seven years old. We will reassign that car to the Enforcement Officer for the next two years and at the end of the grant we will probably downgrade it to a pool car for the city.

Alderman Porter asked when you put in for that position, was any thought given at that time that an extra vehicle would be needed.

Mr. Parent responded I was not involved with that process so I am not sure what monies were available. All I know is we need a vehicle and I was asked to request one from Jon Hopkins. I am not sure about the funding.

Alderman Porter asked is Mr. Hopkins on the line.

Jonathan Hopkins, Central Fleet Services Director, stated yes.

Alderman Porter asked was this something that was foreseen back at the time the position was added to your knowledge.

Mr. Hopkins answered I don't know anything about the position.

Dan Goonan, Fire Chief, stated this was a grant that was applied for through the Health Department. I believe they got some Covid trackers although I am not sure. This was an enforcement officer for Covid. I don't think there was any thought given at the time to needing a car and I don't think there was anything provided in that grant opportunity for a vehicle. We took the position and of course through Covid everything we got was kind of like designing stuff on the fly. We do have that position and it really needs a vehicle. Since the Fire Marshall's car was seven years old, we figured this would be a good opportunity. We didn't have any funding for that.

Alderman Roy stated I don't know who can answer this but I am guessing this money is coming out of the MER. If that is the case, how much money is in there for this year?

Mr. Hopkins responded there is about \$40,000 left to put towards this.

Alderman Roy asked how much have we spent at the Fire Department already this year. We just bought a ladder truck and a pump correct?

Mr. Hopkins answered yes. We have spent close to over \$1 million for the pump and to repair the fire truck that was damaged in the accident. It is almost \$1.5 million.

Alderman Roy asked so \$1.5 million for the two vehicles.

Mr. Hopkins replied yes.

Alderman Roy asked are there any other departments that are going without stuff that they need this year that could use this \$21,000.

Mr. Hopkins responded no.

Alderman Roy stated we have people going around and checking on the encampments right now. Is there any possibility that this person could hitch a ride with one of those people instead of spending the \$21,000 in these tough times?

Chief Goonan answered one of the new employees charges is to help with the encampments. That person will also be taking over the Neighborhood Enforcement Team so it is not just about the encampments. She is also going to the businesses to educate them about the Covid regulations that come down from the state or federal government. She works closely with the Health Department also. She is on the road quite a bit.

Alderman Roy stated Mr. Hopkins I know that after this position is no longer needed that the car will go to a pool car. Do we have any pool cars available now?

Mr. Hopkins replied I have pool cars but they are for short-term lending for people whose vehicles are broken down or in for service.

Alderman Roy asked so we have no possibility of getting a pool car for two years.

Mr. Hopkins answered no. It would affect my operation and I wouldn't have any to loan to people in other departments when their cars are in for service. Pool cars are for short-term periods. I have three pool cars and a truck.

Chairman Cavanaugh called for a vote. The motion carried on a unanimous roll call vote.

11. Communication from the property owner of 601 Montgomery Street requesting subordination of a City lien in the amount of \$80,000.

Alderman Sapienza moved to approve. **Alderman Porter** duly seconded the motion. **Chairman Cavanaugh** called for a vote. The motion carried on a unanimous roll call vote.

There being no further business, **Alderman O'Neil** moved to adjourn. **Alderman Porter** duly seconded the motion. **Chairman Cavanaugh** called for a vote. The motion carried on a unanimous roll call vote.

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

Anna J. Thomas, MPH
Public Health Director

Philip J. Alexakos, MPH, REHS
Chief Operations Officer

Jaime L. Hoebeke, MPH, MCHES
Chief Strategy Officer



BOARD OF HEALTH

Reverend Richard D. Clegg
Stephanie P. Hewitt, MSN, FNP-BC
Ellen Tourigny, MEd
Tanya A. Tupick, DO

CITY OF MANCHESTER
Health Department

To: Alderman Kevin Cavanaugh, Chairman, CIP Committee

From: Anna Thomas, MPH
Public Health Director

Date: January 20, 2021

RE: Additional funding – Oral Health Program

The Health Department will be receiving additional funding in the amount of \$35,000 from the JSI Research & Training to support sealants and visual screenings this spring through our dental program.

As such, we have requested that the Planning and Community Development prepare the appropriate CIP Amending Resolution and Budget Authorization Forms necessary for the implementation of this program.

We are also requesting that it be reported out at BMA on the same night.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

We thank the Committee for their consideration.

CIP BUDGET AUTHORIZATION

CIP#: 212719 Project Year: 2019 CIP Resolution: 6/12/2018
Title: Oral Health Program Amending Resolution: 2/16/2021
Administering Department: Health Department Revision: #1

Project Description: To support school-based programs serving students in grades k-8th in schools where at least 40% of the student body participate in the free and reduced lunch (FRL) program.

Federal Grants Federal Grant: No **Environmental** Review Required: No
Grant Executed: Completed:

Critical Events

1.	Project Initiation	4/01/2019
2.	Project Completion	6/30/2021
3.		
4.		
5.		

6/30/2021

Line Item Budget

	STATE			TOTAL
Salaries and Wage	\$111,242.96	\$0.00	\$0.00	\$111,242.96
Fringes	\$29,061.00	\$0.00	\$0.00	\$29,061.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$54,000.00	\$0.00	\$0.00	\$54,000.00
TOTAL	\$194,303.96	\$0.00	\$0.00	\$194,303.96

Revisions: #1-Increase budget by \$35,000 (from \$159,303.96 to \$194,303.96).

Comments Funds received from the State of New Hampshire Department of Health and Human Services. Program initiation and completion dates determined by the grantor.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2019 Community Improvement Program, authorizing and appropriating funds in the amount of Thirty Five Thousand Dollars (\$35,000) for the FY 2019 CIP 212719 Oral Health Program.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2019 CIP as contained in the 2019 CIP budget; and

WHEREAS, the 2019 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate additional STATE funding from the State of New Hampshire Department of Health and Human Services to provide funding to support the Oral Health Program;

NOW, THEREFORE, be it resolved that the 2019 CIP be amended as follows:

By increasing:

FY 2019 CIP 212719 Oral Health Program—\$35,000 STATE

Resolved, that this Resolution shall take effect upon its passage



SUBCONTRACT TO PROVIDE SERVICES

Subcontract # EH1C21

Between

JSI Research and Training Institute, Inc.

and

Manchester Health Department

Project Title: Oral Health Program SFY2021 - Enhancement

JSI Project Number: 37534.2021.0002 0548-1000

Subcontract Information

Total Subcontract Value: \$35,000

Total Obligated Amount: \$35,000

Subcontract Type: Time Materials

Start Date: 12-1-2020

End Date: June 30, 2021

Funding Source: NH DHHS, Oral Health Program
(OHP)

Prime Contract #: n/a

Place of Performance: New Hampshire

Subcontractor Information

Name: Manchester Health Department
Address: 1528 Elm Street
Manchester, NH 03101

Tax ID#: 02-6000517

DUNS: # 790913636

Subcontractor Contact

Name: Jaime Hoebeke
Title: Chief Strategy Officer
Phone #: (603) 657-2733
E-Mail jhoebeke@manchesternh.gov

JSI Activity Manager Information

Name: Debbie Love
Title: Contracts & Procurement Manager
JSI Research and Training Institute, Inc.
Address: 501 South St., 2nd Floor
Bow, NH 03304

Phone: (603) 573-3310
E-Mail: debbie_love@jsi.com

THIS SUBCONTRACT AGREEMENT is made and entered into on December 1, 2020, by and between JSI Research and Training Institute, Inc., hereinafter called the "Contractor", with its principal office at 44 Farnsworth St., Boston, MA and Manchester Health Department, herein called "the Subcontractor",



located at 1528 Elm Street, Manchester, NH 03101

The Contractor has entered into Prime Agreement n/a, hereinafter "Prime Agreement", with OHP, hereinafter "Funding Source".

The Contractor desires to contract to the Subcontractor a portion of the work it has undertaken to perform under the Prime Agreement, and the Subcontractor desires to assume the obligation to perform such portion of the work subject to the terms, conditions and provisions of this agreement and the applicable terms, conditions and provisions of the Prime Agreement.

In consideration of the foregoing and for other good and valuable consideration herein expressed, the Contractor and Subcontractor hereby agree as follows:

A. Period of Performance

Performance of this Subcontract shall commence on 12/1/2020 and will end on 6/30/2021.

B. Services/Scope of Work

The Subcontractor shall use all reasonable efforts to perform the following services in accordance with the terms and conditions set forth in this agreement:

See attached Scope of Services

C. Deliverables

The Subcontractor is responsible for the timely submission of the following deliverables:

See attached Scope of Services for deliverables

All required deliverables and reports shall be submitted to the JSI Activity Manager at the address listed on Page 1.

D. Compensation

In full consideration for satisfactory completion of services provided under this agreement and timely submission of the required deliverables, the Subcontractor shall be compensated as indicated below.

Only allowable expenses authorized by this agreement and set out in the attached budget shall be approved for reimbursement. The Contractor is not obligated to reimburse the Subcontractor for expenses exceeding the obligated amount. Payments shall be made in accordance with Paragraph E.

(Select and Complete One)

☐ This is a Fixed Price Subcontract. The Subcontractor will be paid a fixed price of \$[Enter Fixed Price] for services provided under this contract. The fixed price includes preparation, travel, on-site consultation, and report writing. Payments shall be made in accordance with Paragraph E below.

[OR]

☒ This is a Time & Materials Subcontract. The Subcontractor will be paid at a rate of \$n/a per day plus expenses. Total compensation for services provided under this contract is not to exceed \$35,000. Only allowable expenses authorized by this agreement and set out in the attached budget shall be approved for reimbursement. Payments shall be made in accordance with Paragraph E below.



[OR]

☐ This is a Cost Reimbursement Subcontract. The Subcontractor will be reimbursed for all allowable expenses incurred in performance of this Agreement plus a [Enter Fixed Fee Amount or Percentage Fee %] up to the ceiling price of \$[Enter Ceiling Amount]. The total amount obligated is [Enter Obligated Amount].

E. Payment Terms

Payment shall be contingent upon the Contractor's acceptance of the services conforming to the Scope of Work and the timely receipt of the deliverables as set forth in this agreement.

The Subcontractor shall submit invoices to the JSI Activity Manager at the above listed address on a Monthly basis no later than the 30th day following the end of the reporting period or deliverable due date. Once accepted, invoices will be paid within 30 days of being submitted by the JSI Activity Manager to the Contractor's Accounts Payable Department.

All final invoices are due no later than 30 days after the end date of this agreement and must be marked "Final". The Contractor will have no obligation to issue payment when the required documentation listed above is incomplete or submitted more than 30 days after the end date of this agreement. The Contractor will also have no obligation to pay any amounts that exceed the fixed price or ceiling amount of this agreement or to reimburse for any expenses not authorized by this agreement.

F. Compliance with Prime Agreement and Funding Source Rules/Regulations

The Subcontractor agrees to comply with the applicable terms, conditions and provisions of the Prime Agreement including any standard provisions mandated by the Funding Source. The Prime Agreement terms, conditions and provisions and the Funding Source standard mandatory provisions are incorporated when referenced. In the case of inconsistencies between this agreement and the Prime Agreement, the terms, conditions and provisions of the Prime Agreement prevail.

G. Independent Contractor

The Subcontractor agrees that it will act as an independent contractor in the performance of its duties under this agreement and not as an agent or employee of the Contractor or Funding Source. No joint venture, partnership or agent relationship is intended or inferred and there is no grant of right or authority to assume or create an obligation or responsibility on behalf of the Contractor or the Funding Source. The Subcontractor shall be responsible for payment of all federal, state or local taxes arising out of the Subcontractor's performance under this agreement.

H. Insurance

The Subcontractor shall maintain insurance coverage as required by the Prime Agreement. The Subcontractor shall provide proof of coverage showing that coverage will be in effect for the term of this agreement and that coverage amounts meet the requirements of the Prime Agreement. Regardless of the requirements of the Prime Agreement, the Subcontractor shall maintain liability insurance in amounts adequate for the activities under this agreement.

I. Indemnification

The Subcontractor shall indemnify and hold the Contractor and Funding Source harmless from any



claim, suit, loss, damage, cost or expenses (including reasonable attorneys' fees) arising out of or in connection with the Subcontractor's activities under this agreement, including, but not limited to, alleged or actual violations of any applicable law or regulation or alleged or actual acts of piracy, plagiarism, copyright or other improper conduct.

J. Transfer and Assignment

Neither party shall transfer or assign rights or interests under this agreement or delegate any duties hereunder without the written consent of the other.

K. Confidential Information/Dissemination/Publication

The Subcontractor agrees to treat all information received from the Contractor or Funding Source or gathered during performance of this agreement as confidential and privileged. The Subcontractor agrees to not reveal, publish or disseminate such information to any other persons, firms, or organizations without written consent of the Contractor. The Subcontractor further agrees not to use such information in any manner other than in furtherance of this agreement. The Contractor retains the entire right, title and interest in all data and other intellectual property produced by the Subcontractor under this agreement.

L. Conflict of Interest:

The Subcontractor agrees that there is no conflict of interest in accepting this Subcontract which might affect the ability to provide fair and useful services and deliverables on behalf of the Contractor and/or the Funding Source.

M. Termination

This contract may be terminated by either the Contractor or the Subcontractor with no less than thirty (30) calendar days written notice, with or without cause, unless a lesser time is mutually agreed upon by both parties.

In the event either party terminates/cancels this agreement, the Contractor shall have no further liability to the Subcontractor, except to pay the Subcontractor a pro-rata share of the compensation for that portion, if any, of the work completed and accepted as of the termination date. Any outstanding advance balance will be deducted from the amount due to the Subcontractor. If there is no amount due to the Subcontractor, the Subcontractor is liable for any outstanding advance balance.

N. Arbitration

In the event of any claims or disputes arising from or relating to this agreement, the parties shall use their best efforts to settle the claims or disputes. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 days, then, the parties agree to submit to binding arbitration in Boston, MA administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules. An award of arbitration may be confirmed in a court of competent jurisdiction.

O. Notices

All notices required or permitted to be given to the Subcontractor hereunder shall be delivered by



certified mail, return receipt requested, or in person with proof of delivery to the Subcontractor Contact at the address listed on Page 1.

All notices required or permitted to be given to the Contractor hereunder shall be delivered by certified mail, return receipt requested, or in person with proof of delivery to the JSI Activity Manager at the address listed on Page 1.

P. Implementation of E.O. 13224 – Executive Order on Terrorist Financing

The recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all contracts/subawards issued under this agreement.

Q. General

This agreement is the sole and entire agreement between the parties relating to the subject matter hereof, and supersedes all prior understandings, agreements, and documentation relating to the subject matter hereof. This agreement may be amended only by an instrument executed by the authorized representatives of both parties.

Every provision of this agreement is intended to be severable. If any term or provision of this agreement is illegal or invalid for any reason, the illegality or invalidity shall not affect the legality or validity of the remainder of this agreement, and all other provisions of this agreement shall remain in full force and effect.

This agreement shall be interpreted in accordance with the substantive law of the Commonwealth of Massachusetts.

R. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

Check one:

- ☐ **Manchester Health Department** certifies that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- ☐ If unable to certify to any of these statements in this certification, attach an explanation.

S. Acceptance:

The parties through their duly authorized representatives hereby acknowledge receipt of the above contract and all noted attachments and agree to the provisions of this contract as set forth herein and in all noted attachments.

T. FFATA Information



JSI Activity Manager - Check one:

☒ This Subaward is **not** issued under a Federally Funded Prime Contract.
(If checked, continue to next page)

☐ This Subaward is issued under a Federally Funded Prime Contract.

{Select Subaward Type} No. [Enter Subaward Number]

In accordance with the Federal Funding Accountability and Transparency Act (FFATA), prime recipients of federal contracts, grants and cooperative agreements are required to report on sub-award and executive compensation information for first-tier sub-awards of \$25,000 or more. First tier sub-awards include all subcontracts, subgrants and subagreements awarded directly by the prime recipient under a federal award.

Federally funded prime contracts include USAID, HHS, CDC, HRSA, EPA, Coast Guard, & other Federal Agencies.

[Enter Subawardee Name]: Complete FFATA information below.

FFATA Information for Federally Funded Prime Contracts/Grants/Agreements

1) Was the sub-awardee's gross income from all sources \$300,000 or more in the previous tax year?

☐ YES ☐ NO

2) In the preceding fiscal year, did the sub-awardee receive 80 percent or more of its gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and \$25,000,000 or more in gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

☐ YES ☐ NO

3) Does the public have access to information about the compensation of the sub-awardee's executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 (i.e. IRS Form 990)?

☐ YES ☐ NO (If "NO", executive compensation information is required)

4) If executive compensation information is required, please list the names and total compensation of the sub-awardee's top 5 employees:


<u>NAME</u>	<u>TOTAL COMPENSATION</u>
1.	
2.	
3.	
4.	
5.	

Executed at Bow, NH as of the start date written above.



JSI Research and Training Institute, Inc.

Manchester Health Department

Signature: 

Name: Debbie Love

Title: Contracts & Procurement Manager

Date: 12/17/2020

Signature: _____

Name: Jaime Hoebeke

Title: Chief Strategy Officer

Date: _____

Attachments

Scope of Services

Anna J. Thomas, MPH
Public Health Director

Philip J. Alexakos, MPH, REHS
Chief Operations Officer

Jaime L. Hoebeke, MPH, MCHES
Chief Strategy Officer



BOARD OF HEALTH

Reverend Richard D. Clegg
Stephanie P. Hewitt, MSN, FNP-BC
Ellen Tourigny, MEd
Tanya A. Tupick, DO

CITY OF MANCHESTER
Health Department

To: Alderman Kevin Cavanaugh, Chairman, CIP Committee

From: Anna Thomas, MPH
Public Health Director

Date: January 20, 2021

RE: New funding – FEMA & State funds to support COVID vaccination efforts

The Health Department will be receiving funding from the State to support COVID vaccination efforts. Homeland Security and Emergency secured these FEMA funds to support costs associated with paying for vaccinators for our clinics, food during clinics, and clinic planning. The 25% match required by FEMA will be covered by the State.

As such, we have requested that the Planning and Community Development prepare the appropriate CIP Amending Resolution and Budget Authorization Forms necessary for the implementation of this program.

We are also requesting that it be reported out at BMA on the same night.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

We thank the Committee for their consideration.

CIP BUDGET AUTHORIZATION

CIP#: 213721

Project Year: 2021

CIP Resolution: 6/9/2020

Title: FEMA & State Funds to Support COVID Vaccination Efforts

Amending Resolution: 2/16/2021

Administering Department: Health Department

Revision:

Project Description:

Homeland Security and Emergency secured these FEMA funds to support costs associated with paying for vaccinators for our clinics, food during clinics, and clinic planning.

Federal Grants

Federal Grant: Yes

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	12/26/2020
2.	Project Completion	6/30/2022
3.		
4.		
5.		
		6/30/2022

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Fringes	\$25,000.00	\$0.00	\$0.00	\$25,000.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$25,000.00	\$0.00	\$0.00	\$25,000.00
TOTAL	\$100,000.00	\$0.00	\$0.00	\$100,000.00

Revisions:

Comments

Source of Funds: FEMA and 25% match covered by the State of NH.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Thousand Dollars (\$100,000) for the FY 2021 CIP 213721 FEMA & State Funds to Support COVID Vaccination Efforts.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate FEDERAL funding from FEMA to provide one-time funding to support the costs associated with paying for vaccinators for clinics, food during clinics and clinic planning;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By adding:

FY 2021 CIP 213721 FEMA & State Funds to Support COVID Vaccination Efforts - \$100,000
FEDERAL

Resolved, that this Resolution shall take effect upon its passage

From: [Walder, Gabriela](#)
To: [Roy, Kimberly](#); [Fleming, Todd](#)
Cc: [Thomas, Anna](#)
Subject: FW: New COVID awards
Date: Wednesday, January 20, 2021 12:14:54 PM
Attachments: [FEMA & State COVID Vaccination Efforts.pdf](#)
[COVID Vaccination Memo.doc](#)

Good Morning,

Can we please add this to the next CIP agenda. We have only received this e-mail notification for backup so far, but want to get things rolling so there is no hold up when the contract is sent to us from the State.

Please let me know if there are any concerns.

Thank you!

Gaby

Gabriela Walder, MS, CPM
Business Services Officer
1528 Elm Street
Manchester, NH 03101
(603) 657-2708

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From: TWITCHELL, NEIL [mailto:Neil.W.Twitchell@dhhs.nh.gov]
Sent: Wednesday, January 20, 2021 7:33 AM
To: Crawford, Ann <Ann.F.Crawford@dhhs.nh.gov>; Thomas, Anna <ATHOMAS@manchesternh.gov>; April Mottram <amottram@nchcnh.org>; Becky McEnany (bmcenany@nchcnh.org) <bmcenany@nchcnh.org>; bagleyb@nashuanh.gov; Burke, Jill <Jill.A.Burke@dhhs.nh.gov>; Cathy Smith <csmith@goodwinch.org>; Greg Norman <Greg.Norman@Hitchcock.org>; Laatsch Janet (jlaatsch@goodwinch.org) <jlaatsch@goodwinch.org>; Lara Willard <LWillard@goodwinch.org>; TWITCHELL, NEIL <Neil.W.Twitchell@dhhs.nh.gov>; CrookerP@nashuanh.gov; psmith@snhahec.org; OHANNON, ROBERT <Robert.M.OHannon@dhhs.nh.gov>; Robert MacLeod <rmacleod@midstatehealth.org>; Shannon Bresaw (shannon.bresaw@graniteuw.org) <shannon.bresaw@graniteuw.org>; Suzanne Bansley <sbansley@co.cheshire.nh.us>; Tamera Carmichael <tcarmichael@PPHNH.ORG>; Tricia Zahn (tzahn@cheshire-med.com) <tzahn@cheshire-med.com>; Wendy Lasch-Williams <wwilliams@midstatehealth.org>; Ashley Young <Ashley.B.Young@Hitchcock.org>; Barbara G. Farnsworth <Barbara.G.Farnsworth@hitchcock.org>; Bill Sweeney <BSweeney@midstatehealth.org>; Cathy Roy <croy@nchcnh.org>; Cindy Read

<Cindy.read@graniteuw.org>; Elizabeth Ottolia <eottolia@lampreyhealth.org>; Erin Ross <eross@goodwinch.org>; Walder, Gabriela <GWALDER@manchesternh.gov>; Hammond, Karen <Karen.L.Hammond@dhhs.nh.gov>; Janet Graziano <GrazianoJ@NashuaNH.gov>; Heath, Laurie <Laurie.J.Heath@dhhs.nh.gov>; Marie Tule <mtule@ppnh.org>; Shelley Carita <scarita@ppnh.org>; Zinaida Park <zpark@lampreyhealth.org>

Subject: New COVID awards

Good morning, on behalf of DPHS and HSEM, I'm pleased to share that your agency will be receiving \$100,000 in FEMA funds to support vaccination efforts. The DHHS contracts unit is currently preparing amendment binders, so expect to see one in the very near future. HSEM secured these FEMA funds to support costs associated with paying for vaccinators for your clinics, food during the same, and also clinic planning. These will be retroactive to December 26. For those who have worked with FEMA funds before, we want to be clear that there is NO 25% "match" needed from your agency or partners, as that will be covered at the state level. We informed your PHEP coordinator yesterday of these additional funds. Finally, as we have done recently, you will be able to submit your budget request after returning the other completed documents, in order to expedite the process of having these approved by the Governor. Of course you can submit the budget along with the other documents as well. Thank you as always for protecting your communities, especially during this unprecedented time.

Neil Twitchell
Administrator
Community Health Development
Planning Section, COVID-19 Incident Management Team
NH Division of Public Health Services
29 Hazen Drive
Concord, NH 03301

603.271.5194

Neil.Twitchell@dhhs.nh.gov

ATTENTION: please visit the DHHS COVID-19 website for the latest COVID-19 information, resources and guidance:

<https://www.nh.gov/covid19/>

We Protect, Promote and Improve the Health and Well-Being of ALL People in New Hampshire through Leadership, Expertise, and Partnership.

Follow DPHS on Facebook, Twitter and Instagram!

NH Public Health Networks: <http://www.dhhs.nh.gov/dphs/rphn/index.htm>

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CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Kevin Cavanaugh,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP
Director, Planning and Community Development

Date: January 19, 2021

Re: CIP 812021 HMIS Reporting

Attached we have submitted for the Committee's consideration an amending resolution that adds \$2,804.75 of ESG. The funds are required to reimburse the City's contractor for services associated with required HUD data collection.

Respectfully, I request that the Committee recommend the acceptance of this Amending Resolution and Budget Authorization Form to the full Board.

CIP BUDGET AUTHORIZATION

CIP#: 812021

Project Year: 2021

CIP Resolution: 6/9/2020

Title: HMIS Reporting

Amending Resolution: 2/16/2021

Administering Department: Planning & Community Development

Revision: #1

Project Description:

To provide training and support for the Homeless Information Management System (HMIS) required by the
Hearth Act.**Federal Grants**

Federal Grant: Yes

Environmental

Review Required: Yes

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	10/20/2020
2.	Project Completion	6/30/2021
3.		
4.		
5.		
		6/30/2021

Line Item Budget

	ESG			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$5,950.75	\$0.00	\$0.00	\$5,950.75
TOTAL	\$5,950.75	\$0.00	\$0.00	\$5,950.75

Revisions:

#1- increases budget by \$2,804.75 (from \$3,146 to \$5,950.75) using unprogrammed ESG funds

Comments:

Authorization of ESG funds is contingent upon HUD grant execution.

Planning Department/Startup Form - 07/1/20

\$3,146.00

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2021 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Eight Hundred and Four Dollars and Seventy Five (\$2,804.75) for the FY2021 CIP 812021 HMIS Reporting.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate a portion of unprogrammed ESG funds to be used for the training and support of the Homeless Information Management System required by the Hearth Act;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By increasing:

CIP 812021 2018 HMIS Reporting- \$2,804.75 ESG

Resolved, that this Resolution shall take effect upon its passage.



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Kevin Cavanaugh,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP
Director, Planning and Community Development

Date: January 25, 2021

Re: CIP #212821 Bring It – Request to Reprogram Funding

The Planning and Community Development Department respectfully requests that the \$12,000 of CARES Act funding (CDBG-CV) allocated to the CIP #212821 Bring It program be transferred into CIP #811621 CARES Act Support Fund – Public Service/Capital Improvements to support future projects/programs.

This project was approved on 8/4/2020, a Subrecipient Agreement was forwarded to Manchester School District (MSD) on 9/9/2020 and since that time (MSD) has not executed the Subrecipient Agreement or expressed any interest in moving forward with this initiative. Since May 2020, Planning Staff has notified MSD by mail and e-mail on several occasions that the funding would be reprogrammed if a Subrecipient Agreement was not executed. To date, MSD has not responded.

We have prepared the appropriate CIP Amending Resolution and Budget Authorization Forms necessary to take this action in the event that the Committee and the Board of Mayor and Aldermen approve this request.

CIP BUDGET AUTHORIZATION

CIP#: 212821

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Summer Outreach Program

Amending Resolution: 2/16/2021

Administering Department Bring It!

Revision: #1-Closeout

Project Description:

BRING IT! Is expanding services to include a new summer program to keep vulnerable student populations engaged, motivated and prepared for the upcoming school year. This new program was developed in direct response to the COVID-19 pandemic and the move to online instruction in the Manchester school district."

Federal Grants

Federal Grant: Yes

Environmental

Review Required: Yes

Grant Executed:

Completed: Yes

Critical Events

1.	Project Initiation	8/4/2020
2.	Project Completion	6/30/2021
3.		
4.		
5.		
		6/30/2021

Line Item Budget

	CDBG-CV			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Revisions:

#1-Decrease budget from \$12,000 to \$0 and transfer the \$12,000 to CIP #811621. Close the project.

Comments

\$12,000 transferred from CIP #811621.

CIP BUDGET AUTHORIZATION

CIP#: 811621	Project Year: 2021	CIP Resolution: 6/9/2020
Title: CARES Act Support Fund - Public Service/Capital Improvements	Amending Resolution: 2/16/2021	
Administering Department Planning & Community Development	Revision: #2	

Project Description:	Funding to be distributed to non-profits and City Departments for activities which are necessary to prepare, prevent or respond to the Coronavirus. Program activities might include but not be limited to the following: operating support for additional costs attributed to the Coronavirus; testing or diagnosis at a fixed or mobile location; meal delivery to quarantined individuals; and equipment, supplies or other materials necessary to carry-out a public service.
----------------------	---

Federal Grants	Federal Grant: Yes	Environmental	Review Required: Yes
	Grant Executed: Yes		Completed: Yes

Critical Events

1.	Program Initiation	7/7/2020
2.	Program Completion	9/30/2022
3.		
4.		
5.		
		9/30/2022

Line Item Budget

	CDBG-CV	CDBG-CV3		TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$12,705.00	\$0.00	\$0.00	\$12,705.00
TOTAL	\$12,705.00	\$0.00	\$0.00	\$12,705.00

Revisions:	Revision #1 - Decreases CDBG-CV budget \$145,782 from \$146,487 to \$705 and transfers funds to the following: CIP #212321 - \$12,410, CIP #212421 - \$50,000, CIP #212521 - \$27,000, CIP #212621 - \$15,000, CIP #212721 - \$25,000, CIP #212821 - \$12,000, CIP #212921 - \$4,372. Revision #2-Increase budget \$12,000 (from \$705 to \$12,705) transferred from CIP#212821
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Comments	Authorization of CDBG-CV funds is contingent upon HUD grant execution.
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City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twelve Thousand Dollars (\$12,000) for FY2021 CIP # 811621 CARES Act Support Fund – Public Service/Capital Improvement Activities.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer unused balance of CIP#212821 Summer Outreach Program to CIP 811621 CARES Act Support Fund – Public Service/Capital Improvement;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By decreasing:

FY 2021 CIP 212821 Bring It Summer Outreach Program - \$12,000 CDBG-CV

By increasing:

FY 2021 CIP 811621 CARES Act Support Fund – Public Service/Capital Improvement Activities - \$12,000 CDBG-CV

Resolved, that this Resolution shall take effect upon its passage

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Josh Gagné
Chief Facilities Manager



Commission
Toni Pappas
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

CITY OF MANCHESTER
Department of Public Works
Facilities Division

January 12, 2021

To: Alderman Cavanaugh, Chairman, CIP Committee
From: Josh Gagné, Chief of Facilities

Re: Clem Lemire Sports Complex – Memorial HS: CIP 511404

Chairman Cavanaugh, The Clem Lemire Sports Complex Project was established in 2004 to improve the Memorial HS athletic fields including the addition of three field support buildings. The contractor, Gilbane Construction failed to include integral waterproofing in the construction of the three support buildings. An agreement was reached where Gilbane agreed to apply waterproofing to the three structures after construction and again by the summer of 2020. Retainage was held in CIP 511404 for this work.

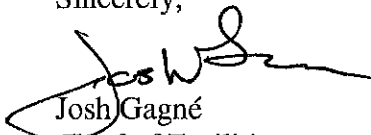
In 2020 DPW reached an agreement with Gilbane to self-perform the waterproofing application in exchange for the value of the retainage. That work was completed in the summer of 2020 and funded out of CIP 711019.

We request that the balance of \$12,454 in CIP 511404 be transferred to CIP 711019 for the reimbursement of project expenses and that CIP 511404 be closed.

Your consideration is appreciated.

Cc:
Kevin Sheppard
Timothy Clougherty
Mary Williams

Sincerely,


Josh Gagné
Chief of Facilities
603-792-5304



CIP BUDGET AUTHORIZATION

CIP #: 511404

Project Year: 2004

CIP Resolution: 6/9/2003

Title: Clem Lemire Sports Complex - Memorial High School

Amending Resolution: 2/16/2021

Administering Department: Parks, Recreation & Cemetery

Revision: #2-Closeout

Project Description: Multi-year effort to improve the Memorial High School athletic complex so as to be on a par with other City High School recreational facilities. First phase to focus on: demolition of track and construction of new multi-purpose athletic field; new track; new bleachers; sports lighting; new parking area and three field support buildings. Future phase development of north end for softball/multi-purpose activities and reconstruction of existing baseball field at south end of facility.

Federal Grants

Federal Grant: No

Grant Executed:

Environmental

Review Required: No

Completed:

Critical Events

1	Phase I Design/Engineering	July 03 - April 04
2	Construction/Initiation - Phase I	April 04
3	Design/Engineering - Support Buildings	Jan. - June 04
4	Construction - Buildings	July - November
5	Field Completion	August 04

Expected Completion Date:

11/30/2004

Line Item Budget

	BOND			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$550,000.00	\$0.00	\$0.00	\$550,000.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$4,937,546.00	\$0.00	\$0.00	\$4,937,546.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$5,487,546.00	\$0.00	\$0.00	\$5,487,546.00

Revisions

Revision #1 - increases budget by \$4,400,000.

Revision #2 - decrease budget by \$12,454 (from \$5,500,000 to \$5,487,546), transfer \$12,454 to project #711019, and close the project.

COMMENT

\$4,400,000 is expedited from FY2005.

CIP BUDGET AUTHORIZATION

CIP#: 711019 Project Year: 2019 CIP Resolution: 6/12/2018
Title: FY19 Deferred Maintenance Schools Amending Resolution: 2/16/2021
Administering Department Public Works-Facilities Revision: #2

Project Description: These funds will be used for deferred maintenance and capital improvements on School buildings.

Federal Grants Federal Grant: No **Environmental** Review Required: No
Grant Executed: Completed:

Critical Events

1. Project Initiation	7/17/2018
2. Project Completion	6/30/2033
3.	
4.	
5.	
	6/30/2033

Line Item Budget

	BOND	STATE		TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$1,578,792.00	\$472,512.00	\$0.00	\$2,051,304.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$1,578,792.00	\$472,512.00	\$0.00	\$2,051,304.00

Revisions: Revision #1 - Transfers \$130,282 Bond to CIP #310219, transfers \$3,380 Bond to CIP #510119 (decreasing budget from \$1,700,000 to \$1,566,338) and adds \$472,512 State funding to the project (increasing budget from \$0 to \$472,512).
Revision #2 - Transfer \$12,454 BOND from CIP #511404, increasing budget from \$1,566,338 to \$1,578,792 BOND

Comments State funds received from State of New Hampshire Department of Education.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2004 & 2019 Community Improvement Program, authorizing, appropriating, and transferring funds in the amount of Twelve Thousand Four Hundred Fifty Four Dollars (\$12,454) for the FY 2019 CIP 711019 FY19 Deferred Maintenance Schools.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the FY 2004 & 2019 CIP as contained in the FY 2004& 2019 CIP budget; and

WHEREAS, the 2004 & 2019 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works - Parks, Recreation & Cemetery and Facilities administered projects;

NOW, THEREFORE, be it resolved that the FY 2004 & 2019 CIP be amended as follows:

By decreasing:

FY 2004 CIP 511404 Clem Lemire Sports Complex-Memorial High School - \$12,454 BOND

By increasing:

FY 2019 CIP 711019 FY19 Deferred Maintenance Schools - \$12,454 BOND

Resolved, that this Resolution shall take effect upon its passage



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Committee on Community Improvement Program

From: Leon L. LaFreniere, AICP
Director of Planning and Community Development Department

Date: February 1, 2021

Subject: Project Extensions

The following projects are requested to be extended until dates shown. They were inadvertently left of the December Project Extension List.

Year	Fund Type	Project #	Project Name	Department	Balance as of December 1, 2020	Extension Date
2019	Medicaid	210919	School Based Dental (FY19)	HEALTH DEPARTMENT	\$ 49,065	6/30/2021
2020	Medicaid	210420	School Based Dental (FY20)	HEALTH DEPARTMENT	\$ 46,589	6/30/2021
2019	Federal	210719	Homeless Healthcare	HEALTH DEPARTMENT	\$ 219,418	6/30/2021
2017	Other	212417	RWJF Culture of Health Prize	HEALTH DEPARTMENT	\$ 31,920	6/30/2021
2017	Other	212617	Kresge	HEALTH DEPARTMENT	\$ 715	6/30/2021
2018	NACCHO	211918	NACCHO - Focus on Opioid	HEALTH DEPARTMENT	\$ 50,935	6/30/2021
2020	Charitable Foundation	211920	Behavioral Health Leadership Position	HEALTH DEPARTMENT	\$ 36,348	6/30/2021
2021	ESG-CV	611721	1269 Café 456 Inion Street Bathroom Renovations	1269 Café Ministries	\$ 80,000	6/30/2021

Jonathan Hopkins
Director
Central Fleet Services



CITY OF MANCHESTER
Central Fleet Services

January 4, 2021

To: Community Improvement Committee
Re: Request to increase the Fire Departments Fleet

Dear Chairman Cavanaugh,

The Manchester Fire Department recently added an enforcement position in the Fire Prevention Office. After speaking with Assistant Chief Parent he has expressed the need to add a vehicle to the department's fleet for the use of the person in this position. I would like to purchase a compact SUV using current money available in the fire departments 2020 MER. The estimated cost to add this vehicle will be approximately \$21,000. The cost to maintain this vehicle will not have a significant impact on Central Fleets operating budget. If you have any questions please feel free to contact myself or Assistant Chief Parent.

Sincerely,

Jonathan Hopkins
Central Fleet Services Director



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Kevin Cavanaugh,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP
Director, Planning and Community Development

Date: February 1, 2021

Re: CIP #611709 Housing Rehabilitation/Lead Hazard Control Program – Mortgage
Subordination 601 Montgomery Street (Multi Family Rental Property)

Robert Silva & Erik Wensberg, the owners of 601 Montgomery Street have contacted this office to request the subordination of a City lien totaling \$80,000 placed upon the aforementioned property. The lien was placed due to the use of HOME/Affordable Housing Trust funds used to pursue lead abatement and renovation at the property.

The requested subordination will allow the owners to acquire a lower rate mortgage on the property thereby reducing operational costs and correspondingly, its economic viability. The owners represent that no cash is being taken out in the refinancing and that the City's security instrument will remain in second position. As such, it would be consistent with the previous actions of the Committee to recommend this lien subordination.

Respectfully, I request that the Committee make a recommendation to accept or deny the subordination request to the full Board.

January 11, 2021

Chairman Alderman Kevin Cavanaugh
City of Manchester
One City Hall Plaza
Manchester, NH 03103

Re: 601 Montgomery St – Subordination of Loan

Dear Alderman Cavanaugh:

We would like to request that the CIP Committee allows us to subordinate the current mortgage between the City of Manchester, Robert Bruce Silva and Erik Wensberg.

We, Robert Bruce Silva and Erik Wensberg would like to refinance the above referenced property to lower our current interest rate and shorten the term of the loan with no cash out to be taken.

The appraised value of the property is \$462,000 with a payoff amount for the current loan of \$233,799. The new loan amount would be \$235,000.

Thank you for your consideration.
Sincerely,

 1/11/2021

Robert Bruce Silva date

Erik Wensberg date

January 11, 2021

Chairman Alderman Kevin Cavanaugh

City of Manchester

One City Hall Plaza

Manchester, NH 03103

Re: 601 Montgomery St – Subordination of Loan

Dear Alderman Cavanaugh:

We would like to request that the CIP Committee allows us to subordinate the current mortgage between the City of Manchester, Robert Bruce Silva and Erik Wensberg.

We, Robert Bruce Silva and Erik Wensberg would like to refinance the above referenced property to lower our current interest rate and shorten the term of the loan with no cash out to be taken.

The appraised value of the property is \$462,000 with a payoff amount for the current loan of \$233,799. The new loan amount would be \$235,000.

Thank you for your consideration.

Sincerely,

Robert Bruce Silva

date

Erik Wensberg

date




1/11/21